

## **Section 13.5.2 PARAMS MENU**

### **Financial Data**

### **Equipment Group**

Purpose	This section provides the procedures for a user to add, update or delete equipment codes and names.
Window Name	Equipment Group
Reminders	<ol style="list-style-type: none"><li>1. The Equipment by Group window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>I</u> - Equipment Group items on the menu bar.</li><li>2. The Equipment Group window is used to categorize like equipment, such as 2 1/2 ton trucks or road graders. Equipment groups are maintained for reporting purposes. Costs and time cannot be charged to a "group." They must be charged to a specific piece of equipment. The equipment group is maintained by agencies such as Vehicle Travel Services (VTS) or the Michigan Department of Transportation (MDOT).</li><li>3. The Equipment Group window contains a Selection Criteria window and a Selection List window. If changing equipment data, enter the Group Code and click on the Select button. The data will then be displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. If no entry is made in the Group Code in the Selection Criteria window and the Select button is clicked, all of the categories of equipment will be displayed in the Selection List window. However, if new equipment is being added, click on the New button, it is not necessary to enter the Group Code as Selection Criteria. The Detail Data window is then displayed.</li><li>4. Once the Detail Data window is displayed, a user may add, update or delete equipment.</li></ol>
References	<i>No specific references</i>

## Equipment Group

The following window is displayed when Params, Financial Data, I - Equipment Group is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Equipment Group

Selection Criteria

Group Code: 010001

Select

Detail

Selection List

Group Code	Description	Modified User ID	Modified Date
010001	Cars	T_HRMND99	07/20/1999

<= >= New Delete Save Close

Ready

**DCDS Input Procedures  
Equipment Group (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Group Code*	Select the appropriate Group Code from the dropdown list or enter the Group Code. If no group is selected, all of the groups will be displayed in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one group is listed. However, if only one group is listed the Detail Data window is automatically displayed.
3	Selection List	Highlight the group to be updated and click the Detail button. The Detail Data window will then be displayed.
4	New Button	Click on the New button, if adding equipment.

*\*indicates a required field that must be entered.*

**Equipment Group (Selection List)**

The following information is displayed:

Field Name	Description
Group Code	The code which identifies the category of the equipment.
Description	The description of the equipment.
Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.

## Equipment Group

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is selected. The steps are described on the following pages.

The screenshot shows the DCDS 32 application window. The menu bar includes File, Edit, Options, Functions, Params, Reports, Window, and Help. The main window is titled "Equipment Group" and contains a "Selection Criteria" section with a "Group Code" field set to "090601". To the right of this section are "Select" and "Detail" buttons. Below the "Selection Criteria" is a "Selection List" window. The "Detail Data" section within the "Selection List" contains the following fields and callouts:

- Group Code: 090601 (Callout 1)
- Description: test 2 (Callout 2)
- Modified User ID: HRMNDCCD (Callout 3)
- Modified Date: 03/01/1999 14:30:57
- Define Rates:**
  - Unit Rate: .00 (Callout 4)
  - Mileage Rate: .00 (Callout 5)
  - Start Date: 01/01/1900 (Callout 6)

At the bottom of the "Detail Data" section is a horizontal bar with a callout 7. Below this bar are navigation buttons: "<=", ">=", "New", "Delete", "Save", and "Close". The status bar at the bottom of the application window displays "Ready".

**DCDS Input Procedures  
Equipment Group**

Follow the steps below to add, update, or delete Equipment Group data.

Step	Field Name	Action
<b>Add Equipment Group</b>		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Equipment Group information.
<b>Update Equipment Group</b>		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the Equipment Group in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Equipment Group information.</p>
<b>Delete Equipment Group</b>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Equipment Group in the Selection List window to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Equipment Group information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Equipment Group displayed in the Detail Data window.</p>

**DCDS Input Procedures  
Equipment Group  
Detail Data Window**

Follow the steps below to add, update, or delete Equipment Group data.

Step	Field Name	Action
1	Group Code*	Enter the Group Code that identifies the group of equipment, if adding <b>new</b> equipment or rate data. If updating information, this number will already be displayed.
2	Description	Enter the description of the equipment. Once an entry is made in this field, the cursor automatically goes to the Unit Rate field.
3	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
4	Unit Rate	Enter the Unit Rate, identified by equipment group, charged for a specific time frame.
5	Mileage Rate	Enter the Mileage Rate, identified by Equipment Group, charged per mile. <b>Note:</b> Mileage rate can be used in conjunction with Unit Rate.
6	Start Date	Enter the date the Unit Rate becomes applicable.
7	Save Button	Click the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Equipment Group information.

*\*indicates a required field that must be entered*